Pensions Administration Branch

**Pension Election Form**

**INSTRUCTIONS:**

1. This form is to be completed in **BLOCK CAPITALS** using a black or blue ink.
2. Tick (✓) boxes where applicable.
3. Please read the instructions overleaf before completing this form.

**Date**:

**Taxpayer Registration Number (TRN):**

|  |  |  |
| --- | --- | --- |
| First Name | Middle Name(s) | Surname |
|  |  |  |

|  |  |
| --- | --- |
| Mailing Address | Contact Information |
|  | Mobile No. |
| Home No. |
| Email: |

I, the undersigned whose information is stated above hereby elect to receive my retiring benefits on the basis of a:

Full Pension

Reduced Pension and a Gratuity.

I understand that my election is irrevocable and there shall be no restoration period.

I also acknowledge that I have reviewed and understand the information on the reverse side of this document, and my choice is made of my own volition.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

**Information Guide**

|  |  |
| --- | --- |
| **When to use this form** | This form should be used to choose how you wish to receive your retiring benefits. Retiring benefits in this case is either:   1. **Full Pension** OR 2. **Reduced Pension and a Gratuity** |
| **Full Pension** | A full pension means a lifetime payment on a monthly basis (i.e. annual pension/12). No gratuity is payable. |
| **Reduced Pension** | A reduced pension means that the applicant will receive a lifetime payment on a monthly basis of an amount equivalent to seventy-five per cent (75%) of the full pension. |
| **Gratuity** | A gratuity is a one-time payment also known as “lump sum” payment. The gratuity is calculated at 25% of the full pension. |

For more information you may contact the Pensions Administration Branch, Ministry of Finance and the Public Service at:

Switchboard: 876 922 8600

Direct lines: 876 932 5046 / 876 932 5047 / 876 932 5040 / 876 932 5272

Email: pensionsclientservices@mof.gov.jm